

REGULAR BOARD MEETING

AGENDA

April 15, 2025 at 9:00 A.M.

Live-Streamed for the Public at:

<https://youtu.be/APBDkvDhT7U>



PARKLAND
SCHOOL DIVISION

Our Vision:

Our students possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.

PARKLAND SCHOOL DIVISION

Board of Trustees Regular Meeting

April 15, 2025, at 9:00 AM

Live-Streaming: <https://youtu.be/APBDkvDhT7U>

Page Number	A G E N D A
-1-	1. CALL TO ORDER at 9:00 AM 1.1. Land Acknowledgement 1.2. National Anthem 1.3. Personal Reflection 1.4. Trustee Announcements 1.5. Changes to the Agenda 1.6. Approval of the Agenda
-4- -10-	2. APPROVAL OF MINUTES 2.1. Regular Meeting of March 11, 2025 2.2. Special Meeting of March 19, 2025
	3. BUSINESS ARISING FROM THE MINUTES
	4. PRESENTATION
	<i>Recess Period / Public Question Period</i>
	5. BOARD CHAIR REPORT
	6. SUPERINTENDENT REPORT
-12- -16- -26- -30-	7. ACTION ITEMS 7.1. 2025-2026 Fees and Allowances (S. McFadyen, J. Krefting, G. Lewis) 7.2. 2025-2026 Budget Assumptions (Audit Committee) 7.3. Trustee Remuneration (Audit Committee) 7.4. Revised Board Policy 15: School Closures (Policy Review Committee)

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-44-	7.5. Revised Board Policy 19: Surplus Land and Buildings (Policy Review Committee)																								
	8. ADMINISTRATIVE REPORTS																								
-51- -56- -57-	9. TRUSTEE REPORTS 9.1. Governance & Planning Session (L. Stewart) 9.2. Audit Committee (E. Cameron) 9.3. Council of School Councils (J. Osborne) 9.4. Alberta School Boards Association (J. Osborne, A. Wagner) 9.5. Public School Boards' Association of Alberta (E. Cameron, A. Hennig) 9.6. Chamber of Commerce (L. Stewart)																								
	10. FUTURE BUSINESS 10.1. Meeting Dates:																								
	<i>Board – Open to the Public:</i>																								
	<table border="1"> <tr> <td>May 27, 2025</td> <td>-----</td> <td>Regular Board Meeting 9:00 AM, Centre for Education <i>(Meeting Live-Streamed for Public)</i></td> </tr> </table>	May 27, 2025	-----	Regular Board Meeting 9:00 AM, Centre for Education <i>(Meeting Live-Streamed for Public)</i>																					
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	<i>Committees – Closed to the Public:</i>																								
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	By Invitation:	
	Apr 16, 2025	----- Education Planning Day 8:30 AM, Stony Plain
	May 23, 2025	----- Milestones and Merits, 5:00 PM, Heritage Park, Stony Plain
	May 23, 2025	----- ASBA Zone 2/3 Edwin Parr Banquet 7:00 PM, Edmonton
	Other:	
	May 13, 2025	----- Council of School Councils 6:30 PM, Centre for Education
-58-	<p>10.2. Notice of Motion</p> <p>10.3. Topics for Future Agendas</p> <p>10.4. Requests for Information</p> <p>10.5. Responses to Requests for Information</p> <p>10.5.1. Westview School Infrastructure Maintenance Renewal (IMR) Project</p>	
	11. IN-CAMERA: LABOUR, LAND	
	12. ACTION IN RESPONSE TO IN-CAMERA	
	13. ADJOURNMENT	



**MINUTES OF THE
REGULAR BOARD MEETING
HELD VIRTUALLY FROM VARIOUS LOCATIONS ON
TUESDAY, MARCH 11, 2025, AT 9:00 AM**

TRUSTEE ATTENDANCE:

Lorraine Stewart, Chair
Aimee Hennig, Vice-Chair
Aileen Wagner, Trustee
Paul McCann, Trustee
Eric Cameron, Trustee
Anne Montgomery, Trustee
Jill Osborne, Trustee

ADMINISTRATION ATTENDANCE:

Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott Johnston, Associate Superintendent
Scott McFadyen, Associate Superintendent
Dr. Meg Miskolzie, Associate Superintendent
Serge LaBrie, Director, Facilities Services
Linda Madge-Arkininstall, Division Principal, Literacy and Lifelong Learning
Shaye Patras, Division Principal, Numeracy and Achievement
Jordi Weidman, Director, Strategic Communications
Keri Zylla, Recording Secretary

CALL TO ORDER

Board Chair Stewart called the meeting to order at 9:01 a.m.

LAND ACKNOWLEDGEMENT

Chair Stewart acknowledged Parkland School Division's presence in Treaty #6 and Treaty #8 Territories.

NATIONAL ANTHEM

PERSONAL REFLECTION

ANNOUNCEMENTS

CHANGES TO THE AGENDA

There were no changes to the agenda.

APPROVAL OF THE AGENDA

Res 022-2025

MOVED by Trustee McCann that the agenda be approved as presented.

CARRIED UNANIMOUSLY

APPROVAL OF THE MINUTES

Res 023-2025

MOVED by Trustee Wagner that the minutes of the Regular Meeting held on February 18, 2025, be approved as amended.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES

None.

DELEGATION / PRESENTATION

There was no delegation or presentation.

QUESTION PERIOD:

There were no questions submitted to the Board at Board@psd.ca, for the March 11, 2025, Question Period.

BOARD CHAIR REPORT

Board Chair Stewart shared her report.

SUPERINTENDENT REPORT

Superintendent Boyce shared her report.

ACTION ITEMS

EDWIN PARR NOMINATION

Res 024-2025

MOVED by Trustee Montgomery that the Board of Trustees recognizes, Jennifer Jones from Ecole Meridian Heights School, and Joshua Wiens from Memorial Composite High School, as the two Parkland School Division Edwin Parr nominees. And further, that the Board submits Joshua Wiens' nomination to the Alberta School Boards Association Zone 2/3 Edwin Parr Selection Committee, as presented at the Regular Meeting of March 11, 2025.

CARRIED UNANIMOUSLY

Deputy Superintendent Francis and members of the Parkland School Division Edwin Parr Selection Committee provided additional information and responded to questions.

Res 025-2025

SPECIAL CONTRIBUTION TO PUBLIC EDUCATION AWARD NOMINATION

MOVED by Trustee Cameron that the Board of Trustees nominates the Spruce Grove Rotary Community Partners Society for the Special Contribution to Public Education Award sponsored by the Public School Boards' Association of Alberta, in recognition of their dedication and fundamental contribution to students and public education.

CARRIED UNANIMOUSLY

Trustee Cameron provided additional information and responded to questions.

Res 026-2025

STUDENT CONDUCT AD HOC COMMITTEE TERMS OF REFERENCE

MOVED by Trustee Osborne that the Board of Trustees approves the Student Conduct Ad Hoc Committee Terms of Reference as presented at the Regular Meeting of March 11, 2025.

CARRIED UNANIMOUSLY

Board Chair Stewart provided additional information and responded to questions.

Trustees appointed to the Student Conduct Ad Hoc Committee will be announced at a future Board Meeting during the Board Chair Report.

Res 027-2025

2025 - 2028 THREE-YEAR CAPITAL PLAN RECOMMENDATION

MOVED by Trustee McCann that the Board of Trustees approves the Three-Year Capital Plan Recommendation as presented at the Regular Meeting of March 11, 2025.

CARRIED UNANIMOUSLY

Associate Superintendent McFadyen and Mr. LaBrie provided additional information and responded to questions.

ADMINISTRATIVE REPORTS

2024-2025 INFRASTRUCTURE MAINTENANCE RENEWAL (IMR) / CAPITAL MAINTENANCE RENEWAL (CMR) EXPENDITURE REPORT

The Board of Trustees received for information, the 2024-2025 Infrastructure Maintenance Renewal (IMR) / Capital Maintenance Renewal (CMR) Expenditure Report.

Associate Superintendent McFadyen and Mr. LaBrie provided additional information and responded to questions.

FRENCH IMMERSION REPORT

The Board of Trustees received for information, the French Immersion Report.

Associate Superintendent Johnston, Ms. Madge-Arkininstall and Mr. Patras provided additional information and responded to questions.

TRUSTEE REPORTS

GOVERNANCE & PLANNING SESSION

The Board of Trustees received for information, the unapproved Minutes from the February 18, 2025, Governance & Planning Session.

ALBERTA SCHOOL BOARDS ASSOCIATION

Trustee Wagner shared her report.

PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

Trustee Cameron shared his report.

CHAMBER OF COMMERCE

Board Chair Stewart shared her report.

ALBERTA RURAL EDUCATION SYMPOSIUM

Vice-Chair Hennig shared her report.

STATISTICAL AND SURVEY DATA ON INDIGENOUS CHILDREN AND FAMILIES PRESENTED BY STATISTICS CANADA

Trustee Osborne shared her report.

FUTURE BUSINESS

MEETING DATES:

Board – Open to the Public:

Apr 15, 2025 ----- Regular Board Meeting 9:00 AM, Centre for Education (*Meeting Live-Streamed for Public*)

Committees – Closed to the Public:

Mar 14, 2025 ----- ASBA Zone 2/3 Meeting 9:30 AM, Edmonton

Mar 25, 2025 ----- Governance & Planning Session 9:00 AM, Virtual (*full day*)

Mar 26, 2025 ----- Audit Committee 1:00 PM, Centre for Education

Apr 08, 2025 ----- Policy Review Committee 10:30 AM, Centre for Education

- Apr 10-11, 2025 ----- PSBC Meeting 8:00 AM, Edmonton
Apr 11, 2025 ----- ASBA Zone 2/3 Meeting 9:30 AM, Edmonton
Apr 17, 2025 ----- Benefits Committee 3:30 PM, Centre for Education
Apr 29, 2025 ----- Governance & Planning Session (GPS) 9:00 AM, Centre for Education (*full day*)
Apr 29, 2025 ----- Teacher Board Advisory Committee 4:15 PM, Centre for Education

By Invitation:

- Apr 16, 2025 ----- Education Planning Day 8:30 AM, Stony Plain

NOTICE OF MOTION

There was no notice of motion.

TOPICS FOR FUTURE AGENDAS

There were no topics for future agendas.

REQUESTS FOR INFORMATION

Trustee Montgomery requested more information regarding a \$72,000 mechanical system component at Westview School, listed on the 2024-2025 Infrastructure Maintenance Renewal Capital Maintenance Renewal Expenditure Plan.

RESPONSES TO REQUESTS FOR INFORMATION

There were no responses to requests for information.

IN-CAMERA: LABOUR

Res 028-2025

MOVED by Trustee McCann that the Board of Trustees move to In-Camera at 11:06 a.m.

CARRIED UNANIMOUSLY

The meeting live-stream recording was paused at 11:06 a.m.

MOTION TO REVERT TO A PUBLIC MEETING

Res 029-2025

MOVED by Trustee Osborne that the Board of Trustees revert to a public meeting at 12:39 p.m.

CARRIED UNANIMOUSLY

The public meeting and live-stream resumed at 12:39 p.m.

ACTION IN RESPONSE TO IN-CAMERA

There was no action in response to in-camera.

ADJOURNMENT

The meeting was adjourned at 12:40 p.m.

DRAFT

Board Chair

Secretary-Treasurer



**MINUTES OF THE
SPECIAL BOARD MEETING
HELD VIRTUALLY FROM VARIOUS LOCATIONS
ON WEDNESDAY, MARCH 19, 2025, AT 10:45 AM**

TRUSTEE ATTENDANCE:

Lorraine Stewart, Chair
Aimee Hennig, Vice-Chair
Aileen Wagner, Trustee
Paul McCann, Trustee
Eric Cameron, Trustee
Anne Montgomery, Trustee
Jill Osborne, Trustee

ADMINISTRATION ATTENDANCE:

Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott McFadyen, Associate Superintendent
Amy Goerzten, Director, Human Resources
Jordi Weidman, Director, Strategic Communications
Keri Zylla, Recording Secretary

CALL TO ORDER

Board Chair Stewart called the meeting to order at 10:46 a.m.

IN-CAMERA: LABOUR

Res 030-2025

MOVED by Trustee Osborne that the Board of Trustees moves to In-Camera at 10:46 a.m.

CARRIED UNANIMOUSLY

The meeting live-stream recording was paused at 10:46 a.m.

MOTION TO REVERT TO A PUBLIC MEETING

Res 031-2025

MOVED by Trustee Cameron that the Board of Trustees reverts to a public meeting at 11:17 a.m.

CARRIED UNANIMOUSLY

The public meeting and live-stream resumed at 11:17 a.m.

ACTION IN RESPONSE TO IN-CAMERA

CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE) RATIFICATION OF THE MEMORANDUM OF AGREEMENT

Res 032-2025

MOVED by Trustee Wagner that the Board of Trustees accepts and ratifies the Canadian Union of Public Employees (CUPE) Local 5543, Memorandum of Agreement as recommended by the CUPE Labour Relations Committee at the Special Meeting of March 19, 2025.

CARRIED UNANIMOUSLY

Board Chair Stewart transferred chair to Vice-Chair Hennig at 11:24 a.m. and resumed chair at 11:25 a.m.

ADJOURNMENT

The meeting was adjourned at 11:27 a.m.



MEMORANDUM

April 15, 2025
 Regular Board Meeting

TO Board of Trustees

FROM Shauna Boyce, Superintendent

ORIGINATOR Scott McFadyen, Associate Superintendent

RESOURCE Gail Lewis, Director, Transportation Services
 Jason Krefting, Director, Financial Services

GOVERNANCE POLICY Board Policy 2: Role of the Board

ADDITIONAL REFERENCE BP 2: Resource Stewardship S 36
Education Act
School Fees Regulation
School Transportation Regulation

SUBJECT **2025-2026 FEES AND ALLOWANCES**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approves the 2025-2026 Fees and Allowances as presented at the Regular Meeting of April 15, 2025.

BACKGROUND

The Board of Trustees is responsible for reviewing and approving the annual fees and allowances. The attached report is in support of these responsibilities.

REPORT SUMMARY

The Fee and Allowances for 2025-2026 are being presented for approval. There were no changes to Transportation fees this year as the Transportation grant changes offset the anticipated inflationary increases.

Some school fees required adjustment, based on discussion with our schools, to keep up with inflationary increases.

Administration would be pleased to respond to any questions.

SM:nm

SCHEDULE 522A: FEE ALLOWANCES FOR 2025-2026**2024-2025****2025-2026****1.0 TRANSPORTATION FEES FOR:****Students, attending a school who reside less than 1 km (Grades K-6) & 2 kms (Grades 7-12) away:**

1.1	Kindergarten (<i>full-day/half-time</i>) *	\$287	\$287
1.2	Grades 1 to 12 and Full Time Kindergarten	\$575	\$575
1.3	Maximum Rate Per Family	\$1,438	\$1,438

Students attending a school who reside more than 1 km (Grades K-6) & more than 2 kms (Grades 7-12) away ⁽¹⁾:

1.4	Kindergarten (<i>full-day/half-time</i>) *	\$65	\$65
1.5	Grades 1 to 12 and Full Time Kindergarten	\$130	\$130
1.6	Maximum Rate Per Family	\$325	\$325

Students requiring an additional bus route to an alternate address:

1.7	Kindergarten (<i>full-day/half-time</i>) *	\$287	\$287
1.8	Grades 1-12 and full-time kindergarten	\$575	\$575
1.9	Maximum Rate per Family	\$1,438	\$1,438

Other Transportation fees

1.10	Administrative Fee (Replacement bus pass, NSF payments, Cancellation Fee)	\$20	\$20
1.11	Change Fee (Major Route Change)	\$50	\$50

* Kindergarten transportation is for full day kindergarten two days per week with alternating Fridays. Every day kindergarten programs will be charged the grade 1-12 rate.

Note: Transportation fees will be combined if more than one type of fee is applicable.

		2024-2025	2025-2026
2.0	NON-RESIDENT TUITION FEES		
2.1	Mild disability/disorder	\$16,000	\$16,000
2.2	Moderate disability/disorder	\$22,500	\$22,500
2.3	Severe disability/disorder	\$33,750	\$33,750
2.4	Complex/profound disability/disorder	\$45,000	\$45,000
2.5	International / out of province students' tuition	\$12,500	\$12,500
2.6	International student's non-refundable application fee	\$250	\$250

3.0 PROGRAM FEES

3.1	Play Partner fees (\$200/month)	\$2,000	\$2,000
3.2	Full time kindergarten fees (maximum \$450/month)	*\$4,500	*\$4,500
3.3	Nature extension fees (\$450/month)	\$4,500	\$4,500
3.4	My Path program CFL Full Time (\$280/month)	\$2,500	\$2,800
3.5	My Path program CFL Part Time (\$170/month)	\$1,500	\$1,700
3.6	My Path program Graminia (\$170/month)	\$1,500	\$1,700
3.7	My Path program Extended/After School (\$20/day)	\$3,620	\$3,620
3.8	Building Futures program	\$200	\$275
3.9	Adult tuition fee (per credit)	\$110	\$110
3.10	Summer school processing fee	\$50	\$50

*Fees can be charged up to this amount for full time Kindergarten

4.0 FIELD TRIP FEES

4.1	Day trips	*\$225	*\$225
4.2	Overnight trips within Canada	*\$215	*215

*Fees can be charged up to this amount annually per student for all trips within each category.

Field Trips are to be charged on a cost recovery basis only (Includes all curricular field trips and activities such as swimming, skating and skiing).

5.0 OTHER FEES

5.1	Student Leadership & Culture	*\$25	*\$25
5.2	Instrument fees (K-Gr 4)	*\$15	*\$15
5.3	Instrument fees (Gr 5-12)	*\$100	*\$100
5.4	Memory / yearbook (K-Gr 9)	*\$40	*\$40
5.5	Memory / Yearbook (Gr 10-12)	*\$60	*\$60
5.6	Middle school options courses / CTF	*\$50	*\$50
5.7	High school options courses / CTS – 3 credit courses	*\$55	*\$60
5.8	High school options courses / CTS – 5 credit courses	*\$100	*\$100
5.9	Outreach options courses per credit		*\$15
5.10	Summer school book deposit (refunded upon return of book)	\$100	\$100

*These are the annual maximums that can be charged for each fee.



MEMORANDUM

April 15, 2025
Regular Board Meeting

TO Board of Trustees

FROM Eric Cameron, Audit Committee Chair

ORIGINATOR Scott McFadyen, Associate Superintendent

RESOURCE Jason Krefting, Director Financial Services

GOVERNANCE POLICY Board Policy 2: Role of the Board
Board Policy 8: Board Committees
Board Policy 12: Role of the Superintendent

ADDITIONAL REFERENCE BP 2: Resource Stewardship
BP 8: Appendix 8.5 Audit Committee
The Education Act

SUBJECT **2025-2026 BUDGET ASSUMPTIONS**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approves the Budget Assumptions for 2025-2026, as recommended by the Audit Committee and presented at the Regular Meeting of April 15, 2025.

BACKGROUND

The Board of Trustees reviews and approves the budget on an annual basis, performs Board functions required by governing legislation and Ministerial directives, and is responsible to adhere to the Board Annual Work Plan. The Board is required to provide a 2025-2026 budget to Alberta Education by May 31st. These assumptions are used to develop the budget. The 2025-2026 budget assumptions provide information to support these responsibilities.

REPORT SUMMARY

The budget assumptions for the 2025-2026 school year provide the assumptions that the budget is built around. The assumptions include key components of the budget including revenues, allocations to schools, enrolments, and key expenditures including staffing.

Administration or members of the Audit Committee would be pleased to respond to any questions.

SM:nm



Parkland School Division
2025-2026- Budget
Budget Assumptions – April 2025

The following table outlines the assumptions used to develop the 2025-2026 operating budget for Parkland School Division (PSD), the basis for the assumption and the risk associated if the assumption is not correct.

Category	Assumption	Basis for Assumption	Associated Budget Risk
Alberta Government Funding	Funding is calculated based on the 2025-2026 funding manual.	The funding manual drives the methodology for determining the Provincial funding for PSD.	The risk is high as the provincial government provides the majority the Division’s funding (91%-95%) and any changes to the provincial funding manual could have a significant impact on PSD. The current political climate in the USA may have a negative impact on our government funding.



**Parkland School Division
2025-2026- Budget
Budget Assumptions – April 2025**



Category	Assumption	Basis for Assumption	Associated Budget Risk
<p>Teacher compensation</p>	<p>Average teacher compensation (salary + Benefits) is \$111,040 excluding the Alberta Teachers' Retirement Fund (ATRF) Pension of \$8,593.</p> <p>The previous compensation rate budgeted was \$110,435 excluding ATRF.</p>	<p>Actual salaries based on the current centrally negotiated items and the collective bargaining agreement, plus forecasted benefit rates and changes on the grid. The increase in ATA salary is covered by the Government of Alberta.</p> <p>The ATRF pension is not included in the Division's average cost as it is fully funded by the government.</p> <p>Benefit rates include the following changes over the prior year: Canada Pension Plan-Cap ↑ \$2,800, CPP Enhancement Program- Rate ↑ 4.0% on next \$9,900 above cap, Life Insurance ↑ 5% (Base Rate ↔0%, PSD forfeit of base rate to surcharge of 5%) Extended Disability ↑ 10.2% (Base Rate ↑ 5%, PSD forfeit of base rate to surcharge of 5%) Extended Health ↑ 4.1% (Rate ↑ 4.1%, PSD discount remains at 5%) Dental ↑ 5.1% (Base Rate ↑ 5.1%, Discount remains at 5%) Vision ↔0.0% (Rate ↔ 0.0%, Discount remains at 5%)</p>	<p>Risk is high as the current contract expired August 31, 2024. Negotiations are ongoing.</p>

**Parkland School Division
2025-2026- Budget
Budget Assumptions – April 2025**



Category	Assumption	Basis for Assumption	Associated Budget Risk
Federal Government Funding	Funding is calculated based on the average of the actual rates received in 2024-25, the funding manual for 2025-26 and the number of students who are expected to attend for the 2025-26 school year.	The federal government calculates the funding based on the Alberta Education funding manual.	The risk is high as the actual Federal rates are based on multiple variables and actual enrolments. The final calculation, including the rate and the number of students, is not available until February or March of the following year. Jordan's Principle funding within the 2024-2025 year has not been finalized and the Federal Government has changed the approval process making it difficult to accurately budget the amount the Division will receive.
Athabasca Delta Community School (ADCS)	The school will operate within the funding envelope provided through Alberta Education and tuition paid by Athabasca Chipewyan First Nation and Mikisew Cree First Nation.	The Division has a funding arrangement for ADCS with Alberta Education and tuition agreements with the aforementioned First Nations Bands with students attending the school. Budgets for the school and supporting departments will be done based on the anticipated revenues through these agreements.	Risk is high as the actual September enrolments are unknown at the time the budgets are created. In addition, the Division has a large receivable for Tuition that has not been paid, but is expected to be covered by Indigenous Services Canada (ISC). Future funding will come directly from ISC.

**Parkland School Division
2025-2026- Budget
Budget Assumptions – April 2025**



Category	Assumption	Basis for Assumption	Associated Budget Risk
Enrolment	The Division enrolments are projected to be 12,855 students, an increase of 188 students or 1.5% over the September 27, 2024 enrolments.	The Division enrolments have been estimated by advancing students by one grade and applying the average change from grade to grade over the last 5 years. Pre-kindergarten and kindergarten enrolments were based on historical numbers and discussions with the Associate Superintendent, Student Supports & Services.	The risk is medium as funding is currently based on the adjusted enrolment; growth is not fully funded until the second year a student enters our Division.
Transportation Program	Transportation operates within its funding envelope (grants and fees).	The cost of running the regional transportation system will be supported through transportation grants and transportation user fees. Service will be adjusted as required to operate within the funding envelope.	Risk is medium as variables such as ridership and the impact of inflation elevate the risk. The low Canadian dollar is leading to increase costs for our contractors.
Fees	School and Transportation fees are set at cost recovery.	The schools and department forecast fee for the following year is based on the best information available at the time.	<p>The risk is medium for Transportation fees as final ridership is unknown, and the impact of inflation could change rapidly along with changes in funding from the Government of Alberta will cause PSD to look at all the transportation rates.</p> <p>The risk is low for School fees as they are charged on a cost recovery basis, and expenditures are adjusted as needed.</p>

**Parkland School Division
2025-2026- Budget
Budget Assumptions – April 2025**



Category	Assumption	Basis for Assumption	Associated Budget Risk
Operating Reserves	The Division maintains operating reserves within the caps identified by Alberta Education.	PSD is required to have a minimum operating reserve balance of 1% of the prior year’s total audited operating expenses and a maximum of 6% of the prior year’s audited operating expenses.	Risk is medium as the reserves available to the Division are limited due to the maximum and minimum reserve requirements. This provides less flexibility from one year to the next and any reserves in excess of the operating reserve limits will be clawed back by Alberta Education.
Inclusive Education	The Division allocates funding to the schools and Student Supports and Services to support Inclusive Education within PSD.	Inclusive Education funds are allocated to support all students within PSD. The funds are used for support and services needed to effectively program for our students. Some examples of supports and services include specialized programs (eg, STEPS classrooms and Relating Everyday Academics & Life Skills (REAL) Program), specialized learning supports, professional development for staff and adapted materials.	Risk is medium as identified needs continue to grow and put pressure on existing resources, which may require allocations from other priorities.
Human Resources	Staffing will be budgeted by site, based on the staffing requirements determined by the site administrator, to meet the needs of the students within the allocations provided to the schools.	Staffing decisions are made according to the availability of resources and delivery of educational programming and services.	Risk is medium as staffing will be based on projected enrolments and school allocations. The availability of staff may be impacted by the current labour relations environment.



**Parkland School Division
2025-2026- Budget
Budget Assumptions – April 2025**



Category	Assumption	Basis for Assumption	Associated Budget Risk
Services and Supplies Costs	It is assumed that goods and services costs will increase in 2025-2026. Sites will budget costs within their given allocations.	Inflation has been trending at decade high numbers.	Risk is medium, inflation will decrease purchasing power.
Insurance	Rates increases will be at inflationary level	The Division's insurance reciprocal (ARMIC) expects rate increases to inflationary levels.	Risk is medium. ARMIC's rates could change based on the plans claim history and catastrophic events across the globe (wildfires in Jasper and California).
Support Staff-Compensation	Average costs will be budgeted on current salaries. Benefits will be budgeted based on forecasted rates by group (CUPE, IUOE, Non-union Group and Executive)	Average salaries are used for all school-based positions and are determined by using actual salaries for current staffing. Benefit rates include the following changes over the prior year: Canada Pension Plan-Cap ↑ \$2,800, CPP Enhancement Program- Rate ↑ 4.0% on next \$9,900 above cap, Life Insurance ↔ 0.0% Accidental Death/Dismemberment ↔ 0.0% Long-term Disability ↑ 4.0% Extended Health ↑ 4.0% Dental ↑ 4.0% Local Authorities Pension Plan ↔ 0.0%	Risk is low. The Canadian Union of Public Employees (CUPE) collective agreement expires August 31, 2028. The International Union of Operating Engineers (IUOE) collective agreement expires August 31, 2028.



**Parkland School Division
2025-2026- Budget
Budget Assumptions – April 2025**



Category	Assumption	Basis for Assumption	Associated Budget Risk
System Administration	System and Administration is targeted funding and the Division must operate within the target.	System and Administration spending is restricted as per the funding manual. System and Administration covers Board Governance, Office of the Superintendent including Instructional Service and Educational Administration, Business Administration, General Services Management, and the administrative building.	Risk is low as the Division has been able to meet our needs within the administration funding.
Allocation Model	The Division has an allocation model to distribute revenues to our schools in an equitable manner using a combination of fixed and variable allocations	The fixed allocation provides every school, regardless of size and location, the resources to provide a quality education. The variable allocation provides funding for each student above a base threshold. Other allocations provide funding to address areas that the Division has identified as requiring additional support (K-4, FNMI, CTF, Inclusion).	The risk is low as funding is based on the funding manual and the allocations are based on Division needs.
Utilities	Utilities have been budgeted based on estimated consumption and current rates.	Current contract rates were used, and consumption was estimated based on past experience.	Risk is low as the Division has a contract where a portion of rates are based on market rates until December 2025. The Division is currently working on finding a new contract when existing one expires.



**Parkland School Division
2025-2026- Budget
Budget Assumptions – April 2025**



Category	Assumption	Basis for Assumption	Associated Budget Risk
Operations & Maintenance / Infrastructure Maintenance Renewal Funding	Operations & Maintenance will operate within the funding received for both operating and Infrastructure Maintenance Renewal (IMR)	Operations and Maintenance will adjust projects and services based on the amount of available funding.	Risk is low as funding increase will help to offset inflation, supply chain issues and rising utility costs.



MEMORANDUM

April 15, 2025
 Regular Board Meeting

TO Board of Trustees

FROM Eric Cameron, Audit Committee Chair

ORIGINATOR Scott McFadyen, Associate Superintendent

RESOURCE Jason Krefting, Director Financial Services

GOVERNANCE POLICY Board Policy 8: Board Committees

ADDITIONAL REFERENCE BP 8: Audit Committee
 Board Annual Work Plan
Education Act

SUBJECT **TRUSTEE REMUNERATION**

PURPOSE

For approval. Recommendation required.

RECOMMENDATION

That the Board of Trustees approves Trustee Remuneration Scenario 3 as recommended by the Audit Committee and presented at the Regular Meeting of April 15, 2025.

BACKGROUND

The Board has a Trustee compensation model that provides Trustees with equal base compensation covering their time for attending meetings and events with some modifiers for the distance of the wards from CFE, and the positions of Board Chair and Vice Chair.

Board Policy 8: Appendix 8.7 Section 2.2.1.5 requires the Audit Committee to review Trustee compensation and expenditure annually; and Section 2.2.1.6 requires the Audit Committee to conduct a full review of the Trustee honoraria and expenses with final recommendations to be presented to the Board for resolution prior to the end of June in an election year.

REPORT SUMMARY

Administration has conducted a comprehensive review of trustee remuneration data from various school boards across the province. This analysis includes data from boards of comparable size, metro Edmonton boards, and surrounding boards to provide a well-rounded comparison.

Based on this review, potential scenarios (Appendix A) were developed for the Audit Committee's consideration, the Audit Committee reviewed the scenarios and chose the following to be presented to the Board:

1. **No increase**
2. **No increase with a \$250 annual increase to the Health Spending Account**
3. **No increase with a \$250 annual increase to the Health Spending Account and an increase of \$2,980 per year to the Chair allowance**

The Audit Committee recommends scenario 3 to the Board of Trustees.

Appendix B provides comparative data of trustee remuneration.

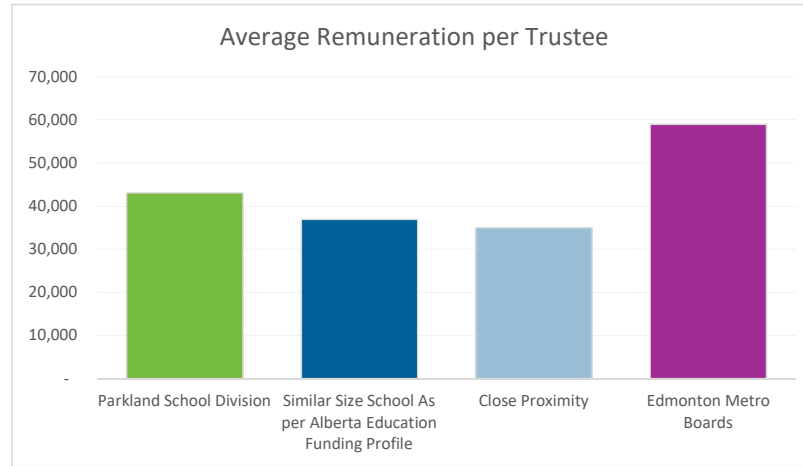
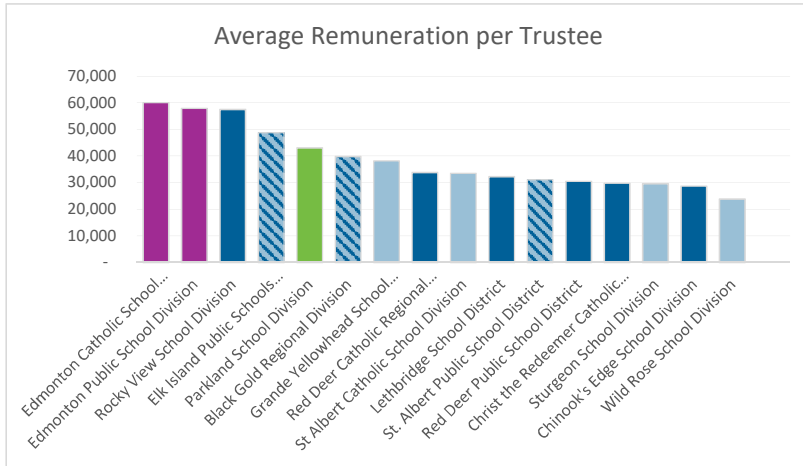
Administration would be pleased to respond to any questions.

SM: kz

Appendix A

	2024-2025 Actuals			Scenario 1			Scenario 2			Scenario 3		
	Base	Allowance	Total Salary	Base	Allowance	Total Salary	Base	Allowance	Total Salary	Base	Allowance	Total Salary
Trustee Remuneration	31,828	-	31,828	31,828	-	31,828	31,828	-	31,828	31,828	-	31,828
Board Chair	31,828	13,020	44,848	31,828	13,020	44,848	31,828	13,020	44,848	31,828	16,000	47,828
Board Vice-Chair	31,828	5,661	37,489	31,828	5,661	37,489	31,828	5,661	37,489	31,828	5,661	37,489
Distance Allowances												
Ward 1		3,800	3,800		3,800	3,800		3,800	3,800		3,800	3,800
Ward 2		800	800		800	800		800	800		800	800
Ward 3		1,050	1,050		1,050	1,050		1,050	1,050		1,050	1,050
Total Salary and Allowances			119,815			119,815			119,815			122,795
Benefits			27,557			27,557			29,307			29,993
Total including Benefits			147,372			147,372			149,122			152,788
				No Changes			Increase in Health Spending Account from \$750 to \$1,000 per year			Increase in Health Spending Account from \$750 to \$1,000 per year Board Chair Allowance increase to \$16K per year		
				Total 4 Years	589,489.80	Total 4 Years	596,489.80	Total 4 Years	611,151.40			

Appendix B



Parkland School Division

Edmonton Metro Boards

Boards in close proximity to PSD

Boards similar in student FTE to PSD

Parkland School Division

Edmonton Metro Boards

Boards in close proximity to PSD

Boards similar in student FTE to PSD



MEMORANDUM

April 15, 2025
 Regular Board Meeting

TO Board of Trustees

FROM Lorraine Stewart, Board Chair
 Aimee Hennig, Board Vice-Chair

ORIGINATOR Shauna Boyce, Superintendent

RESOURCE Policy Review Committee

GOVERNANCE POLICY Board Policy 2: Role of the Board
 Board Policy 7: Board Operations
 Board Policy 8: Board Committees and Representation
 Board Policy 12: Role of the Superintendent

ADDITIONAL REFERENCE BP 2: Governance and Organization
 BP 12: Section 5. Policy
Education Act

SUBJECT **REVISED BOARD POLICY 15: SCHOOL CLOSURES**

PURPOSE

For approval. A recommendation is required.

RECOMMENDATION

That the Board of Trustees approves Revised Board Policy 15: School Closures, as recommended by the Policy Review Committee and presented at the Regular Meeting of April 15, 2025.

BACKGROUND

The Board of Trustees is responsible for reviewing Board Policies on an ongoing basis to adhere to the requirements necessary to provide excellence in public education and comply with the *Education Act* and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

REPORT SUMMARY

On March 5, 2025, the Policy Review Committee met and reviewed Board Policy (BP) 15: School Closures, and drafted a revised BP 15 with the following key changes:

- Updates to the policy to address changes in legislation;
- Updates to process for consistency with the *Education Act*; and
- Updates to language for consistency with the *Education Act*.

The revised BP was presented to the Board and discussed at the March 25, 2025 Governance and Planning Session (GPS), and will be presented to the Board for approval at the Regular Board Meeting of April 15, 2025.

The Policy Committee would be pleased to respond to any questions.

LS:kz



Parkland School Division Board Policy 15 SCHOOL CLOSURES

The Board recognizes that it may have to consider closure of a school when the operation of the school is no longer viable.

Demographic and utilization studies shall be periodically completed for all schools and may be updated as deemed necessary. Such studies will review the impact of population shifts, building capacity, maintenance costs and transportation on individual schools.

This Policy is intended to provide a process relating to a permanent school closure that provides for:

1. Adequate opportunity for the public to respond to the board's proposal to permanently close a school;
2. A process by which the board shall fairly consider these responses;
3. Consideration of future growth or decline in student enrolment; and
4. Consideration of possible alternative educational or community uses for all or part of the school building.

School Viability Studies

Based on the demographic and utilization studies, the Superintendent shall recommend to the Board individual schools that appear justified for a viability study. The Board may also request a viability study on individual schools at any time.

1. A school shall be considered for a viability study if any of the following conditions apply;
 - 1.1. The school building is inadequate by virtue of age, condition, size of site, or other overriding limitations and cannot reasonably and economically be renovated to currently accepted educational standards.
 - 1.2. The student occupancy rate of the school has fallen substantially under capacity and is projected to remain so.
 - 1.3. The school's site-based budget can no longer feasibly support the financial viability of the operation of the school.
 - 1.4. Unusual circumstances exist that require alternative use of a particular location of building.
2. A viability study shall include the following factors:
 - 2.1. Consultation with those communities considered in the study;
 - 2.2. Review of the in-depth demographic studies and consideration of alternatives;
 - 2.3. Age and current physical condition of the building and program facilities;

- 2.4. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions;
- 2.5. Historical actions aimed at maintaining viability;
- 2.6. Reassignment of students, including alternative plans;
- 2.7. Programming impacts on students;
- 2.8. Transportation factors, including numbers of students bussed, time, distance, and safety;
- 2.9. Alternate uses of the building; and
- 2.10. Costs / savings, related to the following
 - 2.10.1. Personnel,
 - 2.10.2. Plant operation,
 - 2.10.3. Transportation,
 - 2.10.4. Capital investment, and
 - 2.10.5. Alternate use

Process

The Board establishes the following process with respect potential school closures:

- 3. If the Board approves the Superintendent’s recommendation to conduct a school viability study, then a viability study shall be initiated by administration.
- 4. At regular meeting of the Board:
 - 4.1. The Superintendent brings forward a school viability study with recommendations.
 - 4.2. Should the Board receive a recommendation to close a school from the Superintendent and where the Board accepts the recommendation, a notice of motion shall be served at the Board meeting, proposing that a specific school be closed.
- 5. Immediately following notice of motion, the Superintendent or designate shall send a letter to the parent of every student enrolled in the school who may be affected by this action informing them of the fact and implications of the notice of motion.
- 6. Such communication shall address questions relating to how a specific closure would affect the following:
 - 6.1. The attendance area defined for that school;
 - 6.2. The attendance at other schools by students re-located by virtue of school closure;
 - 6.3. Information on the Board’s long-range capital plan;
 - 6.4. The need for, and extent of busing;
 - 6.5. Program implications for the students when they are attending other schools;
 - 6.6. Program implications for other schools;

- 6.7. The educational and financial impact of closing the school, including the effect on operational costs and the capital implications;
- 6.8. The financial and educational impact of not closing the school;
- 6.9. The capital needs of other schools that may have increased enrolment;
- 6.10. The date, time and location of a public meeting referred to in 8;

Such communication shall also include a statement as to the proposed disposal of the closed school.

- 7. Communication shall also be sent to any other person, municipality or community organization who, in the opinion of the Board, may be significantly affected by the intent to close a school.
- 8. A public meeting shall be organized and convened by the Board, in the school, for the purpose of discussing the proposed closure, its implications for students and for the system.
 - 8.1. The date and place of the public meeting shall be:
 - 8.1.1. Posted in five (5) conspicuous places with the school(s) affected by the closure, for a period of at least fourteen (14) days before the date of the public meeting, and
 - 8.1.2. Advertised in media publications circulating within the area(s) of the school(s) affected by the proposed closure if possible.
 - 8.1.3. Posted on the school(s) and Division’s website.
 - 8.1.4. Posted by other means of notice as the Board deems prudent to utilize.
 - 8.2. A quorum of trustees is to be in attendance at this public meeting.
- 9. The Board shall ensure that minutes of all public meetings held under this section 8 are prepared.
- 10. The council of the municipality in which the school is located shall be provided an opportunity to submit a statement to the Board of the impact the closure may have on the community.
- 11. Concerned electors shall be allowed a minimum of three (3) weeks to prepare a response, including preferred alternatives (or responses) arising from the public meeting under section 8.
- 12. Concerned electors shall be given an opportunity to present their response to the Board to comment upon the response and the notice of motion, and to answer questions.
- 13. The debate and the vote upon the school closure must take place only after the criteria in sections 8 through 12 have been met and within the following timelines:
 - 13.1. Minimum of four (4) weeks after the date of the public meeting under section 8;
 - 13.2. Maximum of twelve (12) weeks after the public meeting under section 8.
- 14. In the event that the motion is passed, the Superintendent shall advise the Minister of Education of the Board’s decision.

Reference:	Education Act 11, 33, 53, 62, 192, 194, 222, 248-249	Approved:
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	Date Approved: April 15, 2025
Cross-Reference:	Reviewed or Revised: April 2025 October, 2019 March, 2017 March, 2016

FINAL



Parkland School Division Board Policy 15 SCHOOL CLOSURES

The Board recognizes that it may have to consider closure of a school, ~~or three consecutive grades in a school,~~ when the operation of the school is no longer viable.

Demographic and utilization studies ~~shall~~ ~~may~~ be periodically completed for all schools and ~~may are intended to be updated periodically~~ as deemed necessary. Such studies will review the impact of population shifts, building capacity, maintenance costs and transportation on individual schools.

~~The Superintendent shall annually recommend to the Board individual schools which appear justified for a viability study. The Board may also request a viability study on individual schools at any time.~~

This Policy is intended to provide a process relating to a permanent school closure that provides for:

1. Adequate opportunity for the public to respond to the board's proposal to permanently close a school;
2. A process by which the board shall fairly consider these responses;
3. Consideration of future growth or decline in student enrolment; and
4. Consideration of possible alternative educational or community uses for all or part of the school building.

Specifically School Viability Studies

Based on the demographic and utilization studies, the Superintendent shall recommend to the Board individual schools that appear justified for a viability study. The Board may also request a viability study on individual schools at any time.

1. A school shall be considered for a viability study if any of the following conditions apply:
 - 1.1. The school building is inadequate by virtue of age, condition, size of site, or other overriding limitations and cannot reasonably and economically be renovated to currently accepted educational standards.
 - 1.2. The student occupancy rate of the school has fallen substantially under capacity and is projected to remain so.
 - 1.3. The school's site-based budget can no longer feasibly support the financial viability of the operation of the school.
 - 1.4. Unusual circumstances exist that require alternative use of a particular location of building.
2. A viability study shall include the following factors:
 - 2.1. Consultation with those communities considered in the study;
 - 2.2. Review of the in-depth demographic studies and consideration of alternatives;

2.3. Age and current physical condition of the building and program facilities;

~~2.3.~~

2.4. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions;

~~2.4.2.5.~~ Historical actions aimed at maintaining viability;

2.6. Reassignment of students, including alternative plans;

~~2.5-2.7.~~ Programming impacts on students;

~~2.6-2.8.~~ Transportation factors, including numbers of students bussed, time, distance, and safety;

~~2.7-2.9.~~ Alternate uses of the building; and

2.8-2.10. Costs / savings, related to the following

2.8-1-2.10.1. Personnel,

2.8-2-2.10.2. Plant operation,

2.8-3-2.10.3. Transportation,

2.8-4-2.10.4. Capital investment, and

2.8-5-2.10.5. Alternate use

Process

The Board establishes the following process with respect ~~to the closing of schools~~ potential school closures:

3. If the Board ~~accepts~~ approves the Superintendent's recommendation to conduct a school viability study, then ~~the recommendation,~~ a viability study shall be initiated by administration.

4. At regular meeting of the Board:

~~2.9.~~ The Superintendent brings forward a school viability study with recommendations. ~~shall annually recommend to the Board individual schools that appear justified for a viability study. The Board may also request a viability study on individual schools at anytime.~~

4.1.

~~3.1.1. If the Board accepts the recommendation, a viability study shall be initiated by administration.~~

4.4.2. At a regular meeting of the Board, Should the Board receive upon receiving a viability study with a recommendation to close a school from the Superintendent and where the Board accepts the recommendation, a notice of motion shall be served at the Board meeting, proposing that a specific school ~~or schools~~ be closed.

5. Immediately following notice of motion, the Superintendent or designate shall send a letter to the parent of every student enrolled in the school who may be affected by this action informing them of the fact and implications of the notice of motion.

6. Such communication shall address questions relating to how a specific closure would affect the following:

6.1. The attendance area defined for that school;

- 6.2. The attendance at other schools by students re-located by virtue of school closure;
- 6.3. Information on the Board's ~~long range~~ capital plan;
- 6.4. The need for, and extent of busing;
- 6.5. Program implications for the students when they are attending other schools;
- 6.6. Program implications for other schools;
- 6.7. The educational and financial impact of closing the school, including the effect on operational costs and the capital implications;
- 6.8. The financial and educational impact of not closing the school;
- 6.9. The capital needs of other schools that may have increased enrolment;
- 6.10. The date, time and location of a public meeting referred to in ~~98~~;

Such communication shall also include a statement as to the proposed disposal of the closed school. ~~(e.g., mothballing, lease to community organization, lease to government agency, sale, or demolition).~~

- 7. Communication shall also be sent to any other person, municipality or community organization who, in the opinion of the Board, may be significantly affected by the intent to close a school.
- 8. A public meeting shall be organized and convened by the Board, in the school, for the purpose of discussing the proposed closure, its implications for students and for the system.

~~9-8.1.~~ The date and place of the public meeting shall be:

~~9-1-8.1.1.~~ Posted in five (5) conspicuous places with the school(s) affected by the closure, for a period of at least fourteen (14) days before the date of the public meeting, and

~~9-2-8.1.2.~~ Advertised in ~~a newspaper circulating~~ media publications circulating within the area(s) of the school(s) affected by the proposed closure if possible.

~~9-3-8.1.3.~~ Posted on the school(s) and Division's website.

~~9-4-8.1.4.~~ Posted by other means of notice as the Board deems prudent to utilize.

~~10-8.2.~~ A quorum of trustees is to be in attendance at this public meeting.

~~11-9.~~ The Board shall ensure that minutes of all public meetings held under this section ~~89~~ are prepared.

~~12-10.~~ The council of the municipality in which the school is located shall be provided an opportunity to ~~provide-submit~~ a statement to the Board of the impact the closure may have on the community.

~~13-11.~~ Concerned electors shall be allowed a minimum of three (3) weeks to prepare a response, including preferred alternatives (or responses) arising from the public meeting under section ~~89~~.

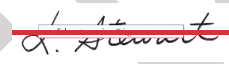
14-12. Concerned electors shall be given an opportunity to present their response to the Board to comment upon the response and the notice of motion, and to answer questions.

15-13. The debate and the vote upon the school closure must take place only after the ~~above minimum~~ criteria in sections 8 through 12 have been met and within the following timelines:

15-1-13.1. Minimum of four (4) weeks after the date of the public meeting under section 89;

15-2-13.2. Maximum of twelve (12) weeks after the public meeting under section 89.

16-14. In the event that the motion is passed, the Superintendent shall advise the Minister of Education of the Board's decision.

Reference:	Education Act <u>11, 33, 53, 62, 192, 194, 222, 248-249</u>	Approved: 
		Date Approved: October, 2019 <u>April 15, 2025</u>
Cross-Reference:		Reviewed or Revised: <u>April 2025</u> October, 2019 March, 2017 March, 2016



Parkland School Division
Board Policy 15
SCHOOL CLOSURES

The Board recognizes that it may have to consider closure of a school, or three consecutive grades in a school, when the operation of the school is no longer viable.

Demographic and utilization studies may be completed for all schools and are intended to be updated periodically as deemed necessary. Such studies will review the impact of population shifts, building capacity, maintenance costs and transportation on individual schools.

The Superintendent shall annually recommend to the Board individual schools which appear justified for a viability study. The Board may also request a viability study on individual schools at any time.

This Policy is intended to provide a process relating to a permanent school closure that provides for:

1. Adequate opportunity for the public to respond to the board's proposal to permanently close a school;
2. A process by which the board shall fairly consider these responses;
3. Consideration of future growth or decline in student enrolment; and
4. Consideration of possible alternative educational or community uses for all or part of the school building.

Specifically

1. A school shall be considered for a viability study if any of the following conditions apply;
 - 1.1. The school building is inadequate by virtue of age, condition, size of site, or other overriding limitations and cannot reasonably and economically be renovated to currently accepted educational standards.
 - 1.2. The student occupancy rate of the school has fallen substantially under capacity and is projected to remain so.
 - 1.3. The school's site-based budget can no longer feasibly support the financial viability of the operation of the school.
 - 1.4. Unusual circumstances exist that require alternative use of a particular location of building.
2. A viability study shall include the following factors:
 - 2.1. Consultation with those communities considered in the study;
 - 2.2. Review of the in-depth demographic studies and consideration of alternatives;
 - 2.3. Age and current physical condition of the building and program facilities.


- 2.4. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions;
- 2.5. Reassignment of students, including alternative plans;
- 2.6. Transportation factors, including numbers of students bussed, time, distance, and safety;
- 2.7. Alternate uses of the building; and
- 2.8. Costs / savings, related to the following
 - 2.8.1. Personnel,
 - 2.8.2. Plant operation,
 - 2.8.3. Transportation,
 - 2.8.4. Capital investment, and
 - 2.8.5. Alternate use

Process

The Board establishes the following process with respect to the closing of schools:

3. The Superintendent shall annually recommend to the Board individual schools that appear justified for a viability study. The Board may also request a viability study on individual schools at anytime.
4. If the Board accepts the recommendation, a viability study shall be initiated by administration.
5. At a regular meeting of the Board, upon receiving a viability study with a recommendation to close a school from the Superintendent and where the Board accepts the recommendation, a notice of motion shall be served at the Board meeting, proposing that a specific school or schools be closed.
6. Immediately following notice of motion, the Superintendent or designate shall send a letter to the parent of every student enrolled in the school who may be affected by this action informing them of the fact and implications of the notice of motion.
7. Such communication shall address questions relating to how a specific closure would affect the following:
 - 7.1. The attendance area defined for that school;
 - 7.2. The attendance at other schools by students re-located by virtue of school closure;
 - 7.3. Information on the Board's long range capital plan;
 - 7.4. The need for, and extent of busing;
 - 7.5. Program implications for the students when they are attending other schools;
 - 7.6. Program implications for other schools;
 - 7.7. The educational and financial impact of closing the school, including the effect on operational costs and the capital implications;
 - 7.8. The financial and educational impact of not closing the school;

- 7.9. The capital needs of other schools that may have increased enrolment.
- 7.10. The date, time and location of a public meeting referred to in 9.;
Such communication shall also include a statement as to the proposed disposal of the closed school (e.g., mothballing, lease to community organization, lease to government agency, sale, or demolition).
- 8. Communication shall also be sent to any other person, municipality of community Oorganization who, in the opinion of the Board, may be significantly affected by the intent to close a school.
- 9. A public meeting shall be organized and convened by the Board, in the school, for the purposed of discussing the proposed closure, its implications for students and for the system.
- 10. The date and place of the public meeting shall be:
 - 10.1. Posted in five (5) conspicuous places with the school(s) affected by the closure, for a period of at least fourteen *14) days before the date of the public meeting, and
 - 10.2. Advertised in a newspaper circulating within the area(s) of the school(s) affected by the proposed closure if possible.
 - 10.3. Posted on the school(s) and Division’s website.
 - 10.4. Posted by other means of notice as the Board deems prudent to utilize.
- 11. A quorum of trustees is to be in attendance at this public meeting.
- 12. The Board shall ensure that minutes of all public meetings held under this section 9 are prepared.
- 13. The council of the municipality in which the school is located shall be provided an opportunity to provide a statement to the Board of the impact the closure may have on the community.
- 14. Concerned electors shall be allowed a minimum of three (3) weeks to prepare a response, including preferred alternatives (or responses) arising from the public meeting under section 9.
- 15. Concerned electors shall be given an opportunity to present their response to the Board to comment upon the response and the notice of motion, and to answer questions.
- 16. The debate and the vote upon the school closure must take place only after the above minimum criteria have been met and within the following timelines:
 - 16.1. Minimum of four (4) weeks after the date of the public meeting under section 9;
 - 16.2. Maximum of twelve (12) weeks after the public meeting under section 9.
- 17. In the event that the motion is passed, the Superintendent shall advise the Minister of Education of the Board’s decision.

Reference: Education Act 62	Approved: 
	Date: October, 2019 Approved:

Cross-Reference:	Reviewed or Revised: October, 2019 March, 2017 March, 2016
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ORIGINAL



MEMORANDUM

April 15, 2025
Regular Board Meeting

TO	Board of Trustees
FROM	Lorraine Stewart, Board Chair Aimee Hennig, Board Vice-Chair
ORIGINATOR	Shauna Boyce, Superintendent
RESOURCE	Policy Review Committee
GOVERNANCE POLICY	Board Policy 2: Role of the Board Board Policy 7: Board Operations Board Policy 8: Board Committees and Representation Board Policy 12: Role of the Superintendent
ADDITIONAL REFERENCE	BP 2: Governance and Organization BP 12: Section 5. Policy <i>Education Act</i>
SUBJECT	REVISED BOARD POLICY 19: SURPLUS LAND AND BUILDINGS

PURPOSE

For approval. A recommendation is required.

RECOMMENDATION

That the Board of Trustees approves Revised Board Policy 19: Surplus Land and Buildings, as recommended by the Policy Review Committee and presented at the Regular Meeting of April 15, 2025.

BACKGROUND

The Board of Trustees is responsible for reviewing Board Policies on an ongoing basis to adhere to the requirements necessary to provide excellence in public education and comply with the *Education Act* and provincial, as well as federal, legislation. The following revised policy is in support of this responsibility.

REPORT SUMMARY

On March 5, 2025, the Policy Review Committee met and reviewed Board Policy (BP) 19: Surplus Land and Buildings, and drafted a revised BP 19 with the following key changes:

- Updates to the policy to address changes in the *Education Act*;
- Updates to the policy for consistency with the *Real Property Governance Act*;
- Updates to process for consistency with the *Education Act* and its regulations; and
- Updates to language for consistency with the *Education Act*.

The revised BP was presented to the Board and discussed at the March 25, 2025, Governance and Planning Session (GPS), and will be presented to the Board for approval at the Regular Board Meeting of April 15, 2025.

The Policy Committee would be pleased to respond to any questions.

LS:kz



**Parkland School Division
Policy 19**

SURPLUS LAND AND BUILDINGS

There may be occasions when the Board determines, by resolution, that division owned land and buildings have become surplus to the needs of the division. In such cases, the Board arranges for the effective disposal of these items pursuant to existing government legislation and regulation.

School Reserves, Municipal and School Reserve or Municipal Reserve

1. The Board shall determine whether interest in a school reserve, municipal and school reserve or municipal reserve is surplus to the Board’s needs based on the following criteria:
 - 1.1. Enrolment trends within the area intended to be served by the school reserve, municipal and school reserve or municipal reserve;
 - 1.2. Impacts on student programming and transportation;
 - 1.3. Whether a proposed school on the school reserve, municipal and school reserve or municipal reserve is included in the Board’s capital plan; or
 - 1.4. Any other criteria the Board considers necessary.

Reference:	Real Property Governance Act: 7 Education Act: 62, 189, 192, 193 Municipal Government Act: 670, 673 Disposition of Property Regulation 86/2019	Approved:	(signature)
		Date Approved:	April 15, 2025
Cross-Reference:	Board Policy: 2 Admin Procedure: 540, 542	Reviewed or Revised:	April 2025 March, 2017 September 2011 September, 2010



Parkland School Division Policy 19

SURPLUS LAND AND BUILDINGS

~~The Board believes that when~~ There may be occasions when the Board determines, by resolution, that division owned land and buildings have become surplus to the needs of the division. In such cases, the Board should arrange for the effective disposal of these items:

Guidelines:

- ~~1. The Board should dispose of land and buildings in the best interest of the students of the Division and the community, pursuant to existing government legislation and regulation.~~
- ~~2. Disposing of surplus land and buildings requires the approval of the Board of Trustees.~~

Closed School Buildings

- ~~1. The Board shall determine whether a school building that has been closed pursuant to the Closure of Schools Regulation and Board Policy 15: School Closures is temporarily or permanently surplus to the Board based on the following criteria:~~
 - ~~1.1. Demographic factors, including but not limited to:~~
 - ~~1.1.1. Population and demographic data for the surrounding area;~~
 - ~~1.1.2. Former enrolment of the school, and enrolment trends;~~
 - ~~1.1.3. Location and proximity of other schools, and their potential.~~
 - ~~1.2. Other potential public educational uses for the building.~~
 - ~~1.3. The cost to operate an educational program at the school.~~
 - ~~1.4. The cost to maintain the facility in, or restore the facility to, a usable condition, and other costs of ownership;~~
 - ~~1.5. Any other criteria the Board considers necessary.~~
- ~~2. If the Board determines that there is no present use for the school building, but that there may be a need for the school building in the foreseeable future, the Superintendent may investigate a lease of the school building in accordance with the Disposition of Property Regulation.~~
- ~~3. If the Board cannot identify a use for a school building in the foreseeable future, the Board may attempt to sell the school building in accordance with the Disposition of Property Regulation, and article 4 and 5 of this Policy (if applicable).~~

School Reserves, Municipal and School Reserve or Municipal Reserve

- ~~4.1.~~ The Board shall determine whether interest in a school reserve, municipal and school reserve or municipal reserve is surplus to the Board's needs based on the following criteria:
 - ~~4.1.1.1.~~ Enrolment trends within the area intended to be served by the school reserve, municipal and school reserve or municipal reserve;

~~4.2.1.2. Student Impacts on student accommodation programming and transportation issues;~~

~~4.3.1.3. Whether a proposed school on the school reserve, municipal and school reserve or municipal reserve is included in the Board's capital plan; or~~

~~4.4. Consultation with other Boards with respect to their needs for the school reserve, municipal and school reserve or municipal reserve, or~~

~~4.5.1.4. Any other criteria the Board considers necessary.~~

~~5. If the Board is of the opinion that a school reserve, municipal and school reserve or municipal reserve in which the board has an interest is surplus to the Board's needs, the Board must provide the Minister with a declaration to that effect.~~

Reference:	School Act: 200-201 Real Property Governance Act: 7 Education Act: 62, 189, 192, 193 Municipal Government Act: 670, 673 Disposition of Property Regulation 86/2019	Approved: (signature)
		Date Approved: April 15, 2025
Cross-Reference:	Board Policy: 2 Admin Procedure: 107, 541-540, 542	Reviewed or Revised: April 2025 March, 2017 September 2011 September, 2010

The Board believes that when land and buildings become surplus to needs, the Board should arrange for the effective disposal of these items.

Guidelines:

1. The Board should dispose of land and buildings in the best interest of the students of the Division and the community, pursuant to existing government legislation and regulation.
2. Disposing of surplus land and buildings requires the approval of the Board of Trustees.

Closed School Buildings

1. The Board shall determine whether a school building that has been closed pursuant to the *Closure of Schools Regulation* and *Board Policy 15: School Closures* is temporarily or permanently surplus to the Board based on the following criteria:
 - 1.1. Demographic factors, including but not limited to:
 - 1.1.1. Population and demographic data for the surrounding area;
 - 1.1.2. Former enrolment of the school, and enrolment trends;
 - 1.1.3. Location and proximity of other schools, and their potential.
 - 1.2. Other potential public educational uses for the building.
 - 1.3. The cost to operate an educational program at the school.
 - 1.4. The cost to maintain the facility in, or restore the facility to, a usable condition, and other costs of ownership;
 - 1.5. Any other criteria the Board considers necessary.
2. If the Board determines that there is no present use for the school building, but that there may be a need for the school building in the foreseeable future, the Superintendent may investigate a lease of the school building in accordance with the *Disposition of Property Regulation*.
3. If the Board cannot identify a use for a school building in the foreseeable future, the Board may attempt to sell the school building in accordance with the *Disposition of Property Regulation*, and article 4 and 5 of this Policy (if applicable).

School Reserves, Municipal and School Reserve or Municipal Reserve

4. The Board shall determine whether interest in a school reserve, municipal and school reserve or municipal reserve is surplus to the Board's needs based on the following criteria:
 - 4.1. Enrolment trends within the area intended to be served by the school reserve, municipal and school reserve or municipal reserve;
 - 4.2. Student accommodation and transportation issues;

- 4.3. Whether a school on the school reserve, municipal and school reserve or municipal reserve is included in the Board's capital plan;
 - 4.4. Consultation with other Boards with respect to their needs for the school reserve, municipal and school reserve or municipal reserve, or
 - 4.5. Any other criteria the Board considers necessary.
5. If the Board is of the opinion that a school reserve, municipal and school reserve or municipal reserve in which the board has an interest is surplus to the Board's needs, the Board must provide the Minister with a declaration to that effect.

Reference:	School Act: 200-201 Disposition of Property Regulation	Approved:	(signature)
		Date Approved:	UNAPPROVED – Indicate Board Meeting Date
Cross-Reference:	Board Policy: 2 Admin Procedure: 107, 541-542	Reviewed or Revised:	March, 2017 September 2011 September, 2010



MEMORANDUM

April 15, 2025
 Regular Board Meeting

TO Board of Trustees

FROM Lorraine Stewart, Board Chair

ORIGINATOR Lorraine Stewart, Board Chair

RESOURCE Board of Trustees and Executive Team

GOVERNANCE POLICY Board Policy 8: Board Committees and Representation
 Board Policy 12: Role of the Superintendent

ADDITIONAL REFERENCE BP 8: Appendix 8.1 Governance and Planning Committee

SUBJECT **GOVERNANCE & PLANNING SESSION (GPS)**

PURPOSE

For information. No recommendation required.

BACKGROUND

The purpose of the Governance and Planning Committee is to provide an opportunity for all Trustees to engage in dialogue on generative governance, strategic planning, advocacy, student engagement and operational understanding. The Superintendent reports directly to the corporate Board and is accountable to the Board of Trustees for the conduct and operation of the Division. The following report shares the unapproved Minutes from the March 25, 2025, GPS Virtual Meeting.

REPORT SUMMARY

On March 25, 2025, the Governance and Planning Committee met virtually to discuss a number of topics chose in advance by both the Board of trustees and the Executive Team. The following report is a record of this meeting.

LS:kz



MINUTES OF THE GOVERNANCE & PLANNING SESSION (GPS)

Meeting held virtually from various locations
On Tuesday, March 25, 2025, at 9:00 AM

Attendance:

Lorraine Stewart, Board Chair
Aimee Hennig, Vice-Chair
Aileen Wagner, Trustee
Paul McCann, Trustee
Eric Cameron, Trustee
Anne Montgomery, Trustee
Jill Osborne, Trustee
Shauna Boyce, Superintendent
Mark Francis, Deputy Superintendent
Scott Johnston, Associate Superintendent
Scott McFadyen, Associate Superintendent
Dr. Meg Miskolzie, Associate Superintendent
Jordi Weidman, Director of Strategic Communications
Keri Zylla, Recording Secretary

1. WELCOME & LEARNING MOMENT

- 1.1. **Call to Order:** Board Chair Stewart called the meeting to order at 9:00 a.m.
- 1.2. **Land Acknowledgement:** Board Chair Stewart acknowledged Treaty Territory.
- 1.3. **Changes to the Agenda:** Add agenda item 6. In-Camera: Labour and move agenda item 5.4 Adjournment to agenda item 7.
- 1.4. **Approval of the Agenda:**
MOVED by Trustee Wagner that the Board of Trustees accept the agenda as amended.
CARRIED UNANIMOUSLY
- 1.5. **Approval of the February 18, 2025, GPS Minutes:**
MOVED by Trustee McCann that the GPS Minutes of February 18, 2025, be approved as amended.
CARRIED UNANIMOUSLY

Amendment: Remove Trustee Osborne from attendance, as she was unable to join this meeting.
- 1.6. **Learning Moment:**
Board Chair Stewart shared a learning moment focused on advocacy. Trustees discussed assessing requests for support on a case-by-case basis in relation to Board advocacy priorities.

2. OPERATIONS AND INFORMATION

Superintendent Boyce Shared information on the following items:

- **Jordan's Principle Funding:** Parkland School Division has not received information from the Government of Alberta regarding Jordan's Principle Funding but will remain committed to sustaining supports in place for students for the remainder of the school year.
- **March 28th Professional Development (PD):** PSD has changed the afternoon of the March 28th PD Day from to self-directed PD for teaching staff to non-designated work time to facilitate catch-up on items following the labour disruption. School-based support staff will have designated PD Day assignments for catching-up and returning to work following the labour disruption.
- **Hiring:** PSD has commenced the hiring process for various positions for next year in response to retirements or changes to internal / external roles in the Division. Discussion ensued.
- **Survey to Parents:** A survey will be sent to parents of students in the REAL (Relating Everyday Academics & Life Skills) Program to gather feedback regarding adding a Program site in Stony Plain. Information from the survey will be provided to the Board
- **April Board Meeting:** The Board discussed having a student presentation for the April 15, 2025, Regular Board Meeting but decided to wait until June 17, 2025, at the last Board Meeting of the school year.

3. GOVERNANCE

3.1. Association Business:

- 3.1.1. Public School Boards' Association of Alberta (PSBAA):** Trustee Cameron shared a request from the Executive Director of PSBAA, to provide success stories of students who have gone through the public school system.

Vice-Chair Hennig shared information on an upcoming Mental Health Symposium.

- 3.1.2. Alberta School Boards Association (ASBA):** Trustee Wagner shared information regarding the completed bylaw amendments and the Real Property Governance Act Survey. PSD has completed the Real Property survey.

- 3.2. Board Budget Review:** Board Chair Stewart and Associate Superintendent McFadyen briefly reviewed the Governance Budget. The Audit Committee will review the governance budget, including trustee compensation and expenditures, on March 26, 2025.

Trustee Montgomery exited the meeting at 9:50 a.m., returning at 9:53 a.m. due to technical difficulties.

- 3.3. Transportation Fee Scenarios 2025-2026:** Associate Superintendent McFadyen shared the Transportation Fee Scenarios provided to Trustees for consideration were no longer relevant, as the funding manual criteria is changing. More information will be forthcoming once the funding manual is received. Discussion ensued.

Board Chair Stewart called a recess at 10:00 a.m. Meeting resumed at 10:06 a.m.

3.4. Board Policy Revisions:

3.4.1. Board Policy 15: School Closures: Board Chair Stewart and Vice-Chair Hennig shared updates to the Revised Board Policy, which were based on changes to legislation.

3.4.2. Board Policy 19: Surplus Land and Buildings: Board Chair Stewart and Vice-Chair Hennig shared updates to the Revised Board Policy, which were based on changes to the *Education Act* and legislation.

3.5. Board Orientation Preparation:

3.5.1. Draft Mentoring Package: Board Chair Stewart reviewed a draft document for mentoring a new Board after the 2025 election and discussed ideas to prepare future Trustees. Trustee will review the Mentoring Package again at the April GPS Meeting.

3.5.2. Video Developed for Orientation: *Tabled.*

3.6. School Council Updates: Trustees submitted written reports to School Councils, so no updates were provided.

4. STRATEGIC PLANNING

4.1. Advocacy Plan: Trustees discussed various advocacy priorities including Spruce Grove Composite High School and the Mental Health in Schools (MHIS) Pilot. Alberta Education has shared that the MHIS Pilot was a one-time funding initiative, so the Division will await the new funding manual to plan accordingly for the 2025-2026 school year. In the meantime, PSD will sustain the items currently funded for the 2024-2025 school year. Discussion ensued.

4.1.1. Family Support for Children with Disabilities (FSCD) & Persons with Developmental Disabilities (PDD) (Inclusion Alberta Notice): Trustees discussed a letter from Inclusion Alberta that asked boards to contact their MLAs relating to funding. Discussion ensued.

Board Chair Stewart discussed writing an advocacy letter to MLAs regarding Family Support for Children with Disabilities with the assistance of Associate Superintendent Dr. Miskolzie.

4.2. Education Planning Day Preparations: Associate Superintendent Johnston discussed the planning process for Education Planning Day and a more compressed day following the disruption of recent support staff job action. Trustee provided feedback.

4.2.1. Agenda: Trustees agreed to compress the day to a morning, rather than a full day.

4.2.2. Questions / Topics: Trustees discussed forming questions directly related to the governance outcome, and the strategies and measures related to that outcome, for the Education Plan.

5. CLOSING

5.1. Discussion with Superintendent: Trustees engaged in discussion with Superintendent

5.2. Topics to come forward to the next Board Meeting include: Revised Board Policy 15: School Closures, Revised Board Policy 19: Surplus Land and Buildings, Transportation Fees 2025-2026

5.3. Roundtable Discussion: Board Chair Stewart closed the session with a brief roundtable discussion.

6. IN-CAMERA: LABOUR

MOVED by Trustee Montgomery that the Board of Trustees move to in-camera at 12:17 p.m.

CARRIED UNANIMOUSLY

MOTION TO REVERT TO THE REGULAR GPS MEETING

MOVED by Trustee McCann that the Board of Trustees move out of In-Camera at 12:19 p.m.

CARRIED UNANIMOUSLY

7. Adjournment: Board Chair Stewart adjourned the meeting at 12: 19 p.m.

Next meeting: Tuesday, April 29, 2025, at 9:00 a.m. (*FULL DAY*)

DRAFT



MEMORANDUM

April 15, 2025
Regular Board Meeting

TO	Board of Trustees
FROM	Eric Cameron, Audit Committee Chair
ORIGINATOR	Scott McFadyen, Associate Superintendent
RESOURCE	Jason Krefting, Director Financial Services
GOVERNANCE POLICY	Board Policy 2: Role of the Board Board Policy 8: Board Committees
ADDITIONAL REFERENCE	BP 2: Resource Stewardship BP 8: Appendix 8.5 Audit Committee
SUBJECT	2024-2025 AUDIT COMMITTEE

PURPOSE

Information. No recommendation is required.

BACKGROUND

The Audit Committee oversees the financial reporting and is empowered by the Board of Trustees to review and make recommendations that support the Board in their responsibility to annually review financial information.

REPORT SUMMARY

On Wednesday, March 26, 2025 the Audit Committee met to discuss the 2025-2026 Budget Process and Timelines. The Board Governance Budget was reviewed with no change being recommended. Administration provided the Audit Committee with an update on Accounts Receivable and outlined some of PSD's Internal Controls.

The Audit Committee approved the recommendation of the Budget Assumptions as amended; and approved the recommendation of the Trustee Remuneration as amended as scenario three which will go to the Board at the Regular Board Meeting on April 15, 2025.

Administration would be pleased to respond to any questions.

SM:nm



MEMORANDUM

April 15, 2025
Regular Board Meeting

TO	Board of Trustees
FROM	Jill Osborne, Trustee
ORIGINATOR	Scott Johnston, Associate Superintendent
RESOURCE	Catrin Thomson, COSC Chair
GOVERNANCE POLICY	Board Policy 2: Role of the Board Board Policy 8: Board Committees
ADDITIONAL REFERENCE	BP 2: Stakeholder Engagement and Communication BP 2: Supports and Services AP 124: Council of School Councils
SUBJECT	2024-2025 COUNCIL OF SCHOOL COUNCILS (COSC)

PURPOSE

For information. No recommendation required.

BACKGROUND

The Board of Trustees is responsible for meeting with representatives of the School Councils to provide information, share resources and discuss strategies. The following report is in support of these responsibilities.

REPORT SUMMARY

On Tuesday, April 8, 2025 the Council of School Councils (COSC) met at the Parkland School Division (PSD), Centre for Education, to discuss a number of agenda items decide in advance including: the Alberta School Council Association (ASCA) Conference and Annual General Meeting (AGM) and the 2025 ASCA Resolutions. The Committee also approved the minutes from the March 4, 2025 meeting.

The Trustee Topic, Office of the Superintendent Topic and Principal Reports were presented.

Administration would be pleased to respond to any questions.

JO:nm



MEMORANDUM

April 15, 2025
 Regular Board Meeting

TO Board of Trustees

FROM Anne Montgomery, Trustee

ORIGINATOR Scott McFadyen, Associate Superintendent

RESOURCE Serge LaBrie, Director, Facilities Services

GOVERNANCE POLICY Board Policy 2: Role of the Board
 Board Policy 7: Board Operations

ADDITIONAL REFERENCE BP 2: Resource Stewardship

SUBJECT **RESPONSE TO REQUEST FOR INFORMATION (RRFI): WESTVIEW SCHOOL
 INFRASTRUCTURE MAINTENANCE RENEWAL (IMR) PROJECT**

PURPOSE

For information. No recommendation required.

BACKGROUND

The *2024-2025 Infrastructure Maintenance Renewal (IMR) Capital Maintenance Renewal (CMR) Expenditure Plan* was presented at the March 11, 2025, Regular Board Meeting. Further information was requested of Administration by trustee Montgomery regarding the mechanical system component at Westview School.

REPORT SUMMARY

This report provides and overview of the Westview School IMR Project regarding the mechanical system component.

Administration would be pleased to respond to any questions.

SM:kz



WESTVIEW SCHOOL INFRASTRUCTURE MAINTENANCE RENEWAL (IMR) PROJECT APRIL 2025

Presented to the Board of Trustees, April 15, 2025
Scott McFadyen, Associate Superintendent
Resource: Serge LaBrie, Director, Facilities Services

Our Students Possess the confidence, resilience, insight and skills required to thrive in, and positively impact, the world.

REQUEST FOR INFORMATION

Additional information regarding the \$72,000 mechanical system component project at Westview School.

The project is to bring Westview School in alignment with PSD building operating systems standards to manage school facilities.

Westview IMR Project

Mechanical system repairs	Estimate: \$72,000	Spent to date: \$46,622.72
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The systems included in this project are:

- Building Management System (BMS)
- Security System
- Card Access (FOB) System
- Leak Detection System (Flowie)

BACKGROUND

When a project is managed by Alberta Infrastructure (such as Westview School) Parkland School Division (PSD) requests that the technical specifications for operating systems align with our current operating systems. These specifications are written by each engineering discipline to ensure compatibility with PSD’s current operating systems, without specifying one vendor over another. This approach is done to ensure a fair and competitive bid process.

Upon being awarded the project, the successful vendor is free to use any system as long as it complies with the technical specifications. There may be instances where the winning bid meets the technical specifications written by the engineers but will not be fully compatible with our systems.

While PSD could ask Alberta Infrastructure (A.I.) to install our current operating systems in a new building, it is important to note that PSD would be responsible for paying for the full cost of such a sole-sourced system. This cost comes out of the Furniture & Equipment (F&E) budget allocated to the school. Additionally, the cost to specify an operating system is generally more expensive than modifying an existing operating system to be fully compatible. Finally, PSD’s specifications for an operating system may exceed those required by Alberta Education or A.I., therefore necessitating further modifications after completion of the build. An example is PSD’s alarm sensor requirements.

Throughout the first couple years of a new build, PSD works to bring the new building operating systems to compatibility with our systems and to meet our standards.

WESTVIEW SCHOOL SPECIFICS

BMS system - The system installed was compatible with our existing systems but additional sensors and modifications were required to meet our standards. This work will continue for up to 2 years after a building is opened and is estimated to incur a cost of \$57,000.

Security System - During the construction, the security system installed was sole sourced by PSD to ensure compatibility, at a cost of \$140,000; this initial cost was paid from the F&E budget. However, the system did require additional sensors and cameras to bring the system to our standards. For instance, the spec approved by A.I. only allows for 5 motion sensors on the main floor. Whereas, PSD installs either a motion sensor or glass break sensor in every individual space on the main floor with a window or door, and motion sensors are also placed in all hallways. The estimated cost of these system modifications is \$12,000.

Card Access System – A.I. only approves 2 card readers per school. As Westview operates with 2 card readers, no additional upgrades are required, other than integration. Minimal cost incurred on this system.

Leak Detection System (Flowie) – This system was not included in the build and was installed by PSD after construction at a cost of \$3,000. This smart system learns a building’s water usage by measuring water temperature and flow rates at the water main, and it alerts PSD Facilities when water usage patterns deviate from the regular usage of water in a building. This is vital in detecting water leaks and preventing water damage.

Conclusion

Projects managed by A.I. often require some modification to bring them in alignment with PSD’s operating system standards. The extend of the project’s modifications vary depending on the architects and each engineering discipline.